

# CITY OF PAHOKEE



## AGENDA

### **City Commission Regular Meeting**

Tuesday, August 22, 2023, at 6:00 PM

Pahokee Commission Chambers  
360 East Main Street  
Pahokee, Florida 33476

#### **CITY COMMISSION:**

Keith W. Babb, Jr., Mayor  
Clara Murvin, Vice Mayor  
Derrick Boldin, Commissioner  
Juan Gonzalez, Commissioner  
Sara Perez, Commissioner

#### **CITY STAFF:**

Rodney D. Lucas, City Manager  
Tijauna Warner, City Clerk  
Burnadette Norris-Weeks, Esq., City Attorney  
Joseph R. Martin, Interim Director of Finance

[TENTATIVE: SUBJECT TO REVISION]

## AGENDA

- A. CALL TO ORDER**
- B. INVOCATION AND PLEDGE OF ALLEGIANCE**
- C. ROLL CALL**
- D. ADDITIONS OF EMERGENCY BASIS FROM CITY MANAGER, DELETIONS AND APPROVAL OF AGENDA ITEMS**
- E. PUBLIC COMMENTS / PUBLIC SERVICE ANNOUNCEMENTS / PRESENTATIONS / PROCLAMATIONS**

*(This section of the agenda allows for comments from the public to speak. Each speaker will be given a total of three (3) minutes to comment. A public comment card should be completed and returned to the City Clerk. When you are called to speak, please go to the podium or unmute your device, and prior to addressing the Commission, state your name and address for the record)*

- F. CONSENT AGENDA**

- 1. August 7, 2023 City Commission Workshop Minutes
  - 2. August 7, 2023 City Commission Meeting Minutes
  - 3. RESOLUTION 2023 - 46 A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF PAHOKEE, FLORIDA, IMPLEMENTING THE PROVISION OF SECTION 106.07(2)(A)2., FLORIDA STATUTES, REQUIRING SUBMISSION OF CAMPAIGN FINANCE REPORTS THROUGH AN ELECTRONIC FILING SYSTEM; ESTABLISHING REQUIREMENTS FOR THE SYSTEM; ESTABLISHING REQUIREMENTS FOR SYSTEM ACCESS AND USAGE; DESCRIBING APPLICABLE EXEMPTIONS FROM PUBLIC RECORDS LAW; AUTHORIZING THE CITY CLERK TO PROMULGATE RULES AND OTHER GUIDANCE RELATED TO THE SYSTEM; AND PROVIDING FOR AN EFFECTIVE DATE.

- G. OLD BUSINESS** *(discussion of existing activities or previously held events, if any)*

- 1. Discussion and direction on the City Manager's Evaluation and Contract

- H. PUBLIC HEARINGS AND/OR ORDINANCES**

- A. ORDINANCE 2023 - 6 (second reading) AN ORDINANCE OF THE CITY COMMISSION OF THE CITY OF PAHOKEE, FLORIDA, SETTING THE CITY OF PAHOKEE'S MUNICIPAL ELECTION FOR MARCH 19, 2024 TO BE HELD CONCURRENTLY WITH THE STATE OF FLORIDA'S PRESIDENTIAL PREFERENCE PRIMARY ELECTION; SETTING QUALIFYING DATES; PROVIDING FOR REPRESENTATIONS AND PROVIDING AN EFFECTIVE DATE.

- I. RESOLUTION(S)**

- A. RESOLUTION 2023 - 47 A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF PAHOKEE, FLORIDA, APPROVING THE REIMBURSEMENT OF \$88,200.00 TO EVERGLADES PREPARATORY ACADEMY, INC. FOR REPAIRS TO THE CAFATERIA ROOF FROM INSURANCE PROCEEDS RELATED TO PRIOR HURRICANE DAMAGE; AUTHORIZING THE CITY MANAGER TO TAKE NECESSARY ACTION; PROVIDING FOR ADOPTION OF REPRESENTATIONS; PROVIDING FOR AN EFFECTIVE DATE.

- B. RESOLUTION 2023 - 48 A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF PAHOKEE, FLORIDA, ESTABLISHING CITY VEHICLE TAKE HOME PROCEDURES; PROVIDING FOR ADOPTION OF REPRESENTATIONS; PROVIDING FOR AN EFFECTIVE DATE.
  - C. RESOLUTION 2023 - 49 A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF PAHOKEE, FLORIDA ACCEPTING A DONATION FROM THE UNITED STATES SUGAR CORPORATION TO BE USED FOR THE CITY OF PAHOKEE'S SPLASH PAD AND POOL, PROVIDING FOR THE ADOPTION OF REPRESENTATION, PROVIDING FOR AND EFFECTIVE DATE.
  - J. NEW BUSINESS** *(presentation by city manager of activity or upcoming event, if any)*
  - K. REPORT OF THE MAYOR**
  - L. REPORT OF THE CITY MANAGER**
  - M. REPORT OF THE CITY ATTORNEY**
  - N. FUTURE AGENDA ITEMS OF COMMISSIONERS, IF ANY**
  - O. COMMISSIONER COMMENTS AND FOR THE GOOD OF THE ORDER** *(community events, feel good announcements, if any)*
  - P. ADJOURN**
- 

Any citizen of the audience wishing to appear before the City Commission to speak with reference to any agenda or non-agenda item must complete the "Request for Appearance and Comment" form and present completed form to the City Clerk prior to commencement of the meeting.

Should any person seek to appeal any decision made by the City Commission with respect to any matter considered at this meeting, such person will need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based. Reference: Florida Statutes 286.0105)

In accordance with the provisions of the Americans with Disabilities Act (ADA), this document can be made available in an alternate format upon request. Special accommodations can be provided upon request with three (3) days advance notice of any meeting, by contacting City Clerk Tijauna Warner at Pahokee City Hall, 207 Begonia Dr. Pahokee, FL 33476 Phone: (561) 924-5534. If hearing impaired, telephone the Florida Relay Service Number, 800-955-8771 (TDD) or 800-955-8770 (Voice), for assistance. (Reference: Florida Statutes 286.26).

# CITY OF PAHOKEE



## MINUTES

### **City Commission Workshop**

Monday, August 07, 2023, at 5:00 PM

Pahokee Commission Chambers  
360 East Main Street  
Pahokee, Florida 33476

### **CITY COMMISSION:**

Keith W. Babb, Jr., Mayor  
Clara Murvin, Vice Mayor  
Derrick Boldin, Commissioner  
Juan Gonzalez, Commissioner  
Sara Perez, Commissioner

### **CITY STAFF:**

Rodney D. Lucas, City Manager  
Jongelene Adams, Deputy City Manager  
Tijauna Warner, City Clerk  
Burnadette Norris-Weeks, Esq., City Attorney  
Joseph R. Martin, Interim Director of Finance

[TENTATIVE: SUBJECT TO REVISION]



## MINUTES

### A. INVOCATION AND PLEDGE OF ALLEGIANCE

The Workshop was called to order by Mayor Babb at 5:12 PM.

Vice Mayor Murvin led the Invocation, followed by the Pledge of Allegiance.

### B. ROLL CALL

#### PRESENT

Mayor Keith W. Babb, Jr.

Vice Mayor Clara Murvin

Commissioner Derrick Boldin

Rodney D. Lucas, City Manager

Chan Bryant Abney, Acting City Attorney

Nylene Clarke, Executive Assistant/Deputy Clerk

#### ABSENT

Commissioner Juan Gonzalez

Commissioner Sara Perez

### C. TOPIC

#### PROPOSED BUDGET FISCAL YEAR 2023/2024

Mr. Lucas provided an overview of the item. Discussion ensued. (See attached PowerPoint).

### D. DISCUSSION, COMMENTS, CONCERNS

#### 1. PROPOSED BUDGET FISCAL YEAR 2023/2024

Mayor Babb requested a breakdown of salaries, proposed raises, and wanted to confirm if the City would be able to sustain the salaries.

#### Public Comments:

Robert Love commented in regard to placing a bench at Commissioner's Park, in dedication to late Commissioner Diane Walker. Discussion ensued.

### E. ADJOURN

There being no further business to discuss, Mayor Babb adjourned the workshop at 5:47 PM.

---

Keith W. Babb, Jr., Mayor

---

ATTEST: Nylene Clarke, Deputy Clerk

# ***Budget Workshop Planning Session***

Section F, Item 1.

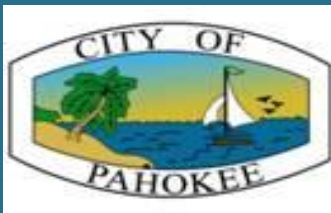


City of Pahokee  
FY 2024



# Budget Workshop Agenda

- Introduction : City Manager
- FY 23-24 Proposed Budget Summary
- Other factors
- Financial Update
- Closing Remarks



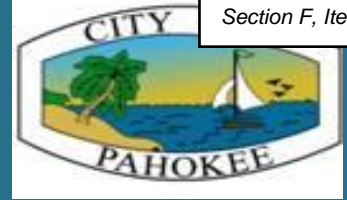
8/7/2023



# Budget Rationale

- Improve City Services
- Improve Quality of Life for Residents & Businesses
- Provide a fiscally prudent balanced FY 23-24 proposed budget.





# Critical Dates

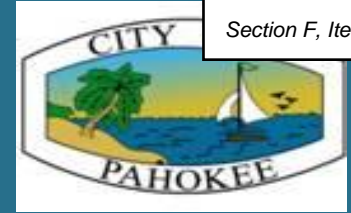
**September 7** - Budget Workshop & Planning meeting 5:00 PM.

**September 12** – First hearing for tentative millage rate and budget 6:00 PM.

**September 26** – Second hearing for the final millage rate and budget 6:00 PM.

**October 1** – The FY 23-24 Adopted budget becomes effective.

# City proposing:

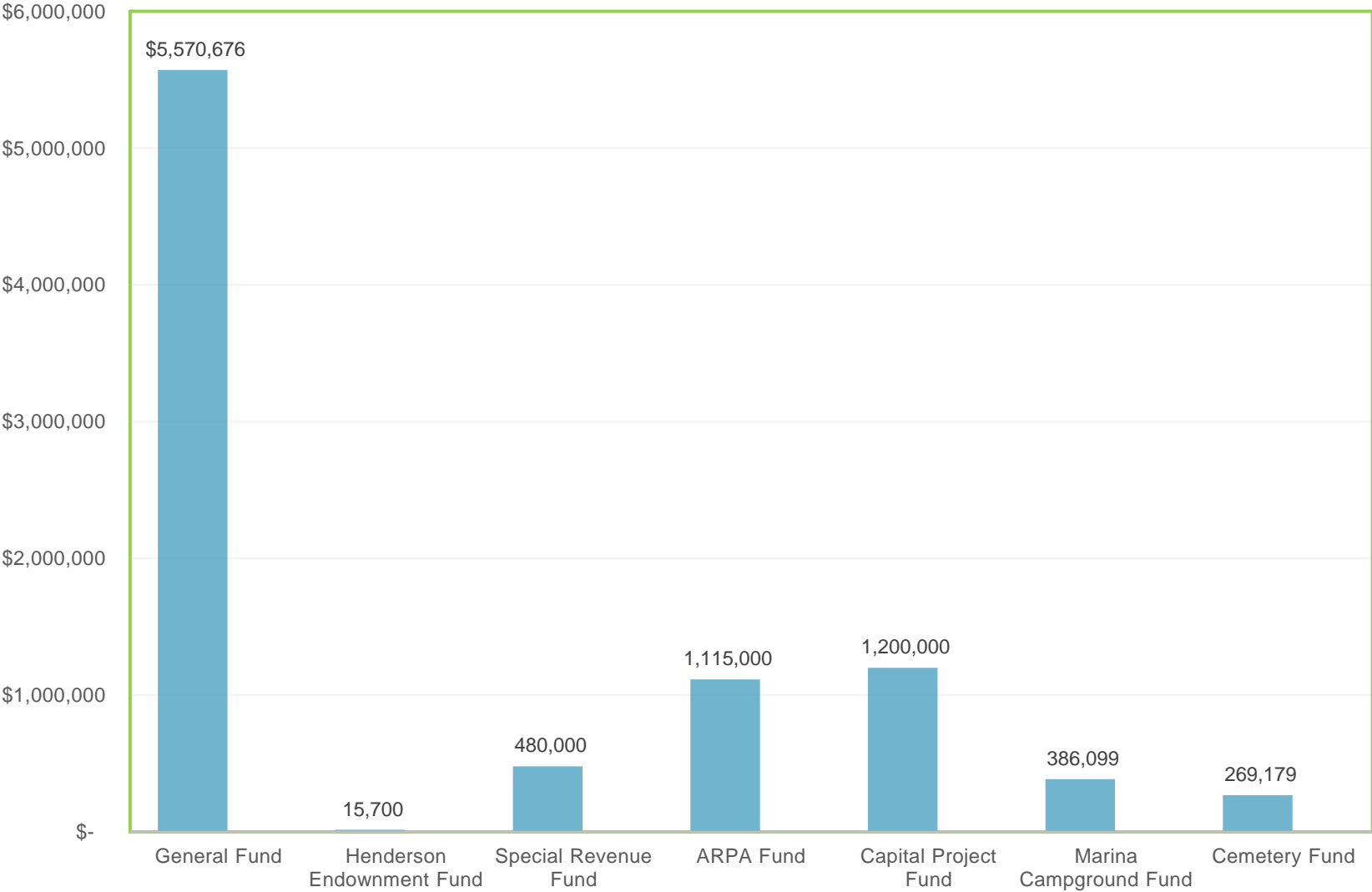


Section F, Item 1.

- No millage increase
- Current millage is 6.5419
- Assessed value increase 5.83% from rollback rate of 5.8307 mills.

All Funds	Proposed Budget	Percent Of Total
General Fund	\$ 5,570,676	62%
Henderson Endowment Fund	15,700	0%
Special Revenue Fund	480,000	5%
ARPA Fund	1,115,000	12%
Capital Project Fund	1,200,000	13%
Marina Campground Fund	386,099	4%
Cemetery Fund	269,179	3%
	<u>\$ 9,036,654</u>	<u>100%</u>

ALL Funds



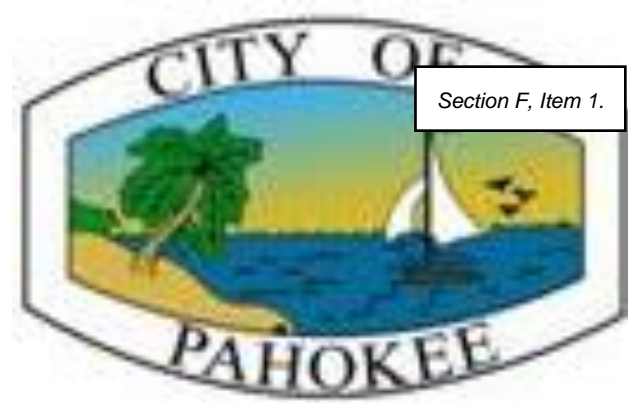


# GENERAL FUND BUDGET

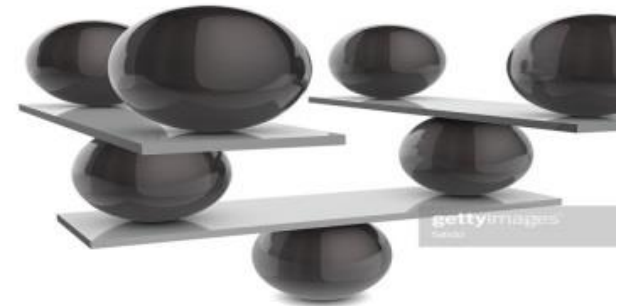
- Current Budget General Fund –FY 23-24
  - Revenues \$ 5,570,676
  - Expenditures \$ 5,570,676

## INCLUDES:

- 3.5% COLA
- 2.5% Merit
- Increase Health Care cost
- Increase in Insurance Premium
- Increase operation cost



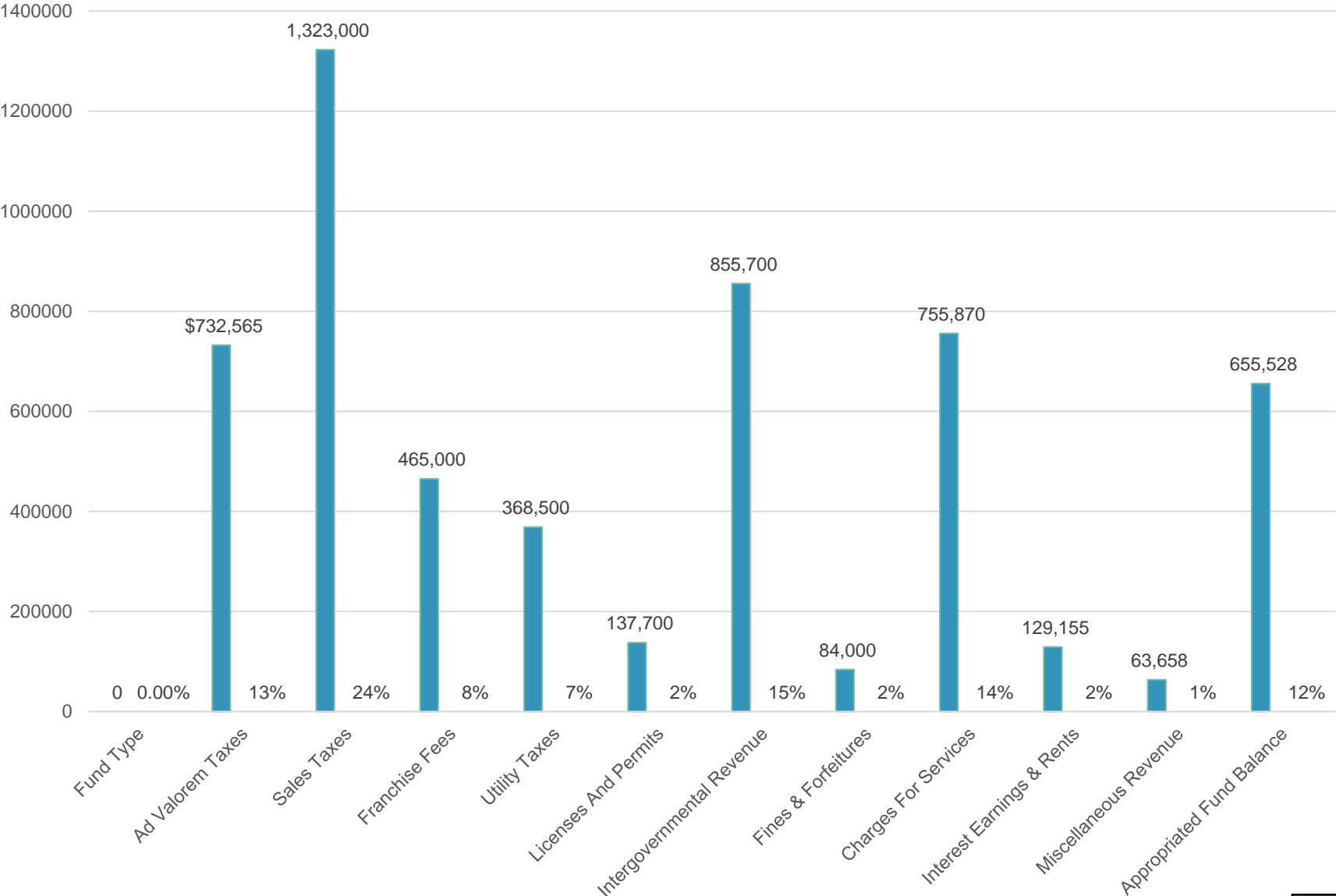
Section F, Item 1.



## General Fund Revenues By Type

	Proposed Budget	Percent of Total
<b>Ad Valorem Taxes</b>	\$ 732,565	13%
<b>Sales Taxes</b>	1,323,000	24%
<b>Franchise Fees</b>	465,000	8%
<b>Utility Taxes</b>	368,500	7%
<b>Licenses And Permits</b>	137,700	2%
<b>Intergovernmental Revenue</b>	855,700	15%
<b>Fines &amp; Forfeitures</b>	84,000	2%
<b>Charges For Services</b>	755,870	14%
<b>Interest Earnings &amp; Rents</b>	129,155	2%
<b>Miscellaneous Revenue</b>	63,658	1%
<b>Appropriated Fund Balance</b>	655,528	12%
<b>Total Revenues</b>	\$ 5,570,676	100%

General Fund Revenues by type

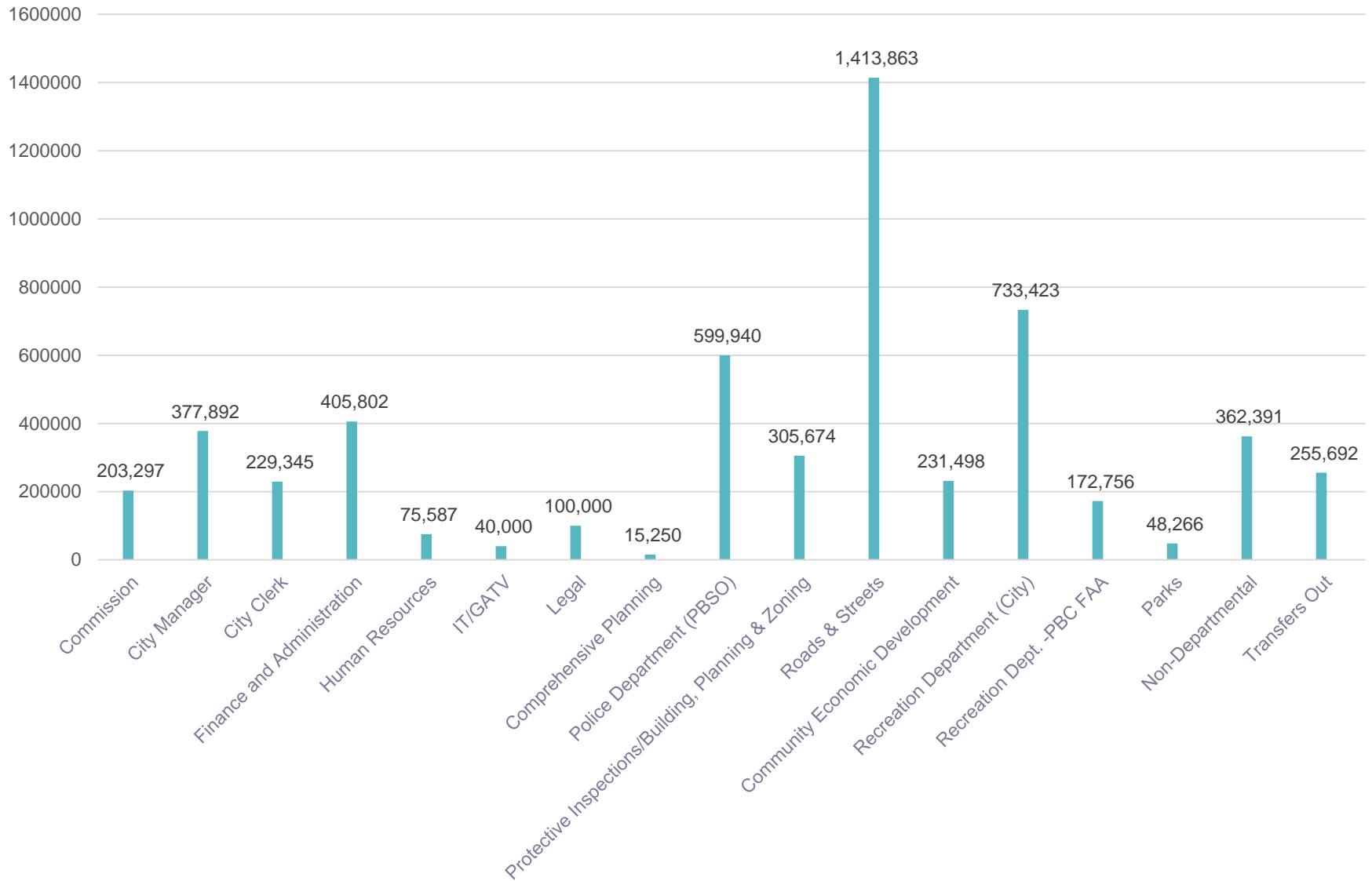


## General Fund -Expenditures by Department

Section F, Item 1.

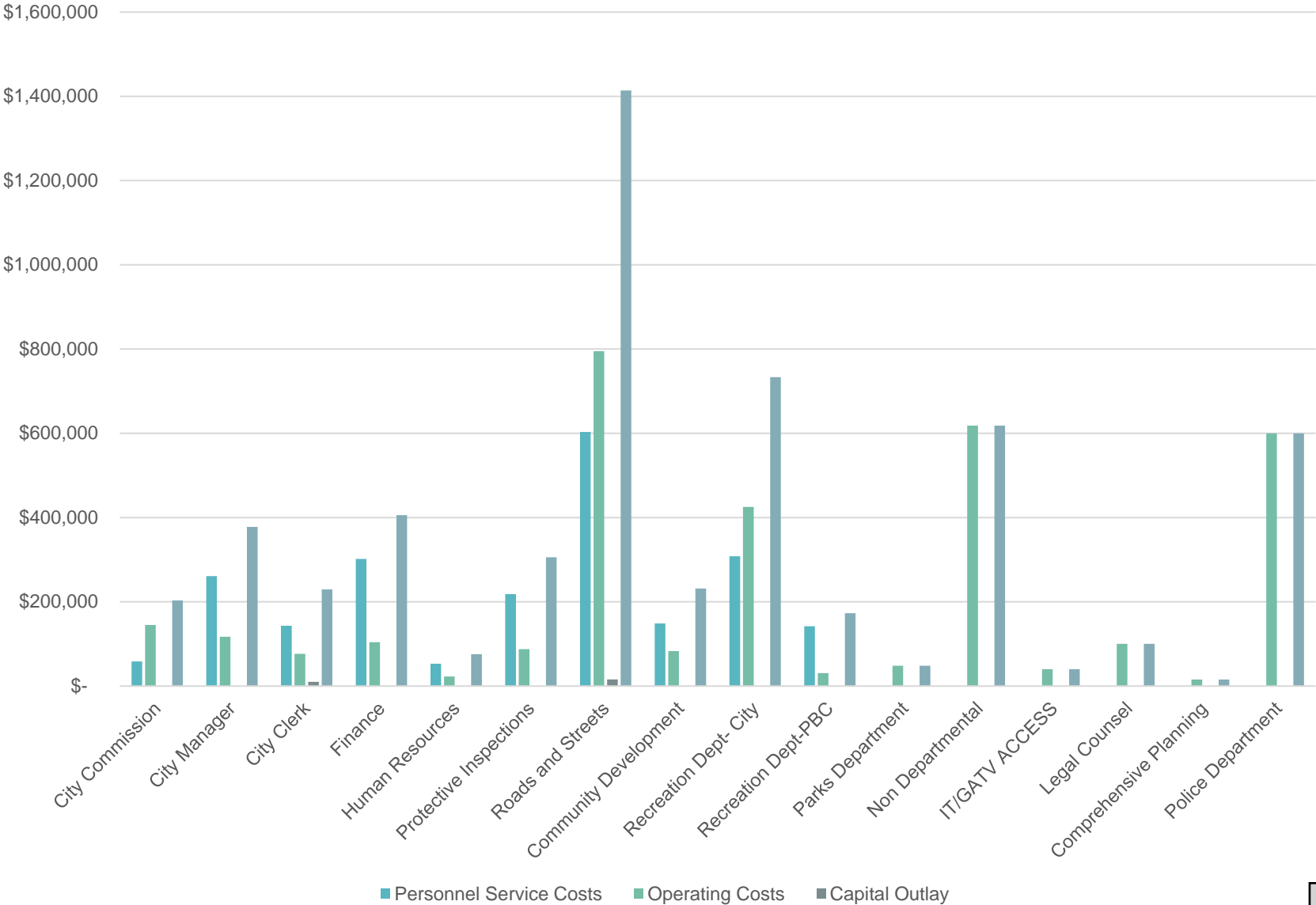
Departments	Proposed Budget	Percent of Total
Commission	203,297	3.65%
City Manager	377,892	6.78%
City Clerk	229,345	4.12%
Finance and Administration	405,802	7.28%
Human Resources	75,587	1.36%
IT/GATV	40,000	0.72%
Legal	100,000	1.80%
Comprehensive Planning	15,250	0.27%
Police Department (PBSO)	599,940	10.77%
Protective Inspections/Building, Planning & Zoning	305,674	5.49%
Roads & Streets	1,413,863	25.38%
Community Economic Development	231,498	4.16%
Recreation Department (City)	733,423	13.17%
Recreation Dept. -PBC FAA	172,756	3.10%
Parks	48,266	0.87%
Non-Departmental	362,391	6.51%
Transfers Out	255,692	4.59%
<b>Total Expenditures</b>	<b>\$5,570,676</b>	<b>100.00%</b>

## General Fund Expenditures by Department

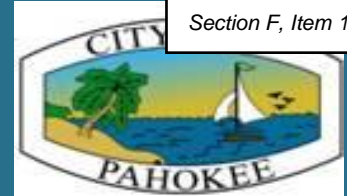


Department / Division	Personnel Service Costs	Operating Costs	Capital Outlay	Total
City Commission	\$ 58,497	\$ 144,800	\$ -	\$ 203,297
City Manager	260,948	116,944		377,892
City Clerk	143,070	76,275	10,000	229,345
Finance	301,887	103,915		405,802
Human Resources	52,938	22,649		75,587
Protective Inspections	218,124	87,550		305,674
Roads and Streets	603,305	794,803	15,755	1,413,863
Community Development	148,398	83,100		231,498
Recreation Dept- City	308,127	425,296		733,423
Recreation Dept-PBC	141,956	30,800		172,756
Parks Department	-	48,266		48,266
Non Departmental	-	618,083		618,083
IT/GATV ACCESS	-	40,000		40,000
Legal Counsel	-	100,000		100,000
Comprehensive Planning	-	15,250		15,250
Police Department	-	599,940		599,940
	\$ 2,237,250	\$ 3,307,671	\$ 25,755	\$ 5,570,676
8/7/2023	40%	59%	1%	100%

# General Fund Personnel Operating & Capital Outlay Costs



# Why Do Expenditures Increase?



Inflation

Technology concerns

Recession

Demands for service

Energy & fuel

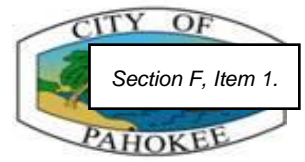
Supply chain issues

Property Insurance Issues

The above events could drive the economy into  
Recession resulting in reduced tax revenues



# CITY COMMISSION ACTION



## • SURTAX Dollars FY 23-24

- Rehabilitations/renovations of City Facilities in accordance with Sec 212.055 capital expenditure or fixed capital outlay associated with Construction, reconstruction or improvement.
- Broadband (Fiber Optic runs @ Marina and Sports complex with Wireless Access Points)
- Parks and Recreation Campus Improvement
- Sidewalk replacement and construction
- Recreational /Commissioners Parks
- Cemetery

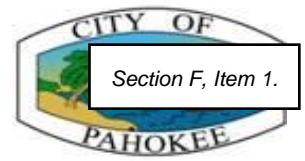
## FY 2022-2023 PROJECTS IMPROVEMENT STATUS HIGHLIGHTS & ACCOMPLISHMENTS

PROJECT NAME		STATUS	PROJECTED BUDGETED AMOUNT	ESTIMATED COMPLETION
Barfield Highway Reconstruction	FDOT	94.40%	\$4.5 million Award amount	Mar-24
East Lake Village Stormwater Improvement	FDEP	95.50%	\$750,000 Award Amt	Aug-23
Commissioners Park - Splash Pad Repair	Surtax	80%	\$30,000	Aug-23
Marina/Campground Improvements	Surtax	5%	\$350,000	Sep-24
MLK Park Renovation	FDEP	0.70%	\$250,000 Award Amt	Dec-24
Mc Clure Reconstruction/ Design	FDOT	0.50%	\$933,943 Award amount	Jun-25
Public Works - Small Equipment - Maintenance	Sutax	80%	\$5,500	Sep-23
Cemetery - Small Equipment - Maintenance	Surtax	100% - COMPLETED	\$1,000	Aug-23
Sidewalks - Begonia Drive	Surtax	100% - COMPLETED	\$100,000	Mar-23
Demolish - Project 647 - Demo of the Old House	SWA	100% - COMPLETED	\$80,500	Mar-23


## FY 2023-2024 CAPITAL IMPROVEMENT PROJECTS

- **FDOT Barfield Highway Reconstruction Project** – Slated for substantial completion March 2024
- **FDOT Resurfacing Project - PHASE IV Roads**  
\*East MLK Street; West 5<sup>th</sup> Street; West 2<sup>nd</sup> Street; West 3<sup>rd</sup> Street
- **FDOT McClure Road Reconstruction Project** – South Lake to Palm Road/Rickey Jackson Blvd.
- **Stormwater Drainage Improvements – PHASE I**
- **Sidewalks/Walkways Improvements – Remainder of PHASE I**
- **FDEP MLK Park Improvement Project**
- **Parks & Recreation Building Repairs & Improvements**
- **Marina Campground Improvement Project** – repairs to the Marina boat docks – D, E and F; LED lighting, security; fencing, electrical
- **Entryway Signage** – East Main Street (from Canal Point) and 7<sup>th</sup> Street/South Lake
- **Cemetery Upgrades** – IT, Software, small equipment, building renovations
- **Informational Technology (IT)** – Equipment, internet, hardware

# CITY COMMISSION ACTION

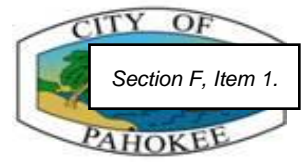


- 
- ARPA Dollars
  - FY 2024 \$1,115,000

- 
- Improve Service Delivery and Proactively Support Capital Replacement to Reduce Burden on Capital Budget in future years.
  - Marina/Campground Complex Restoration, Upgrades
  - Infrastructure Improvements
  - Home owner housing assistance programs
  - Rehabilitations, renovations, remediation

# FINANCIAL UPDATES

# CITY COMMISSION ACTION



## • ARPA Fund FY 2022-2023

- The Need To Amend the Budget for FY 2023 to Reflect the Following Items:
- Infrastructure Improvements
- Business Recruitment and Retention
- Infill and Housing Rehabilitation and Improvements
- Residential Assistance
- Behavioral/Mental Health Assistance
- Small Business Development



Questions?

**Comments**

RECOMMENDATIONS



# CITY OF PAHOKEE



## MINUTES

**City Commission Regular Meeting**  
Monday, August 07, 2023, at 6:00 PM

Pahokee Commission Chambers  
360 East Main Street  
Pahokee, Florida 33476

### **CITY COMMISSION:**

Keith W. Babb, Jr., Mayor  
Clara Murvin, Vice Mayor  
Derrick Boldin, Commissioner  
Juan Gonzalez, Commissioner  
Sara Perez, Commissioner

### **CITY STAFF:**

Rodney D. Lucas, City Manager  
Jongelene Adams, Deputy City Manager  
Tijauna Warner, City Clerk  
Burnadette Norris-Weeks, Esq., City Attorney  
Joseph R. Martin, Interim Director of Finance

[TENTATIVE: SUBJECT TO REVISION]



## MINUTES

### A. CALL TO ORDER

The meeting was called to order by Mayor Babb at 6:04 PM.

### B. INVOCATION AND PLEDGE OF ALLEGIANCE

Former Commissioner Allie Biggs led the Invocation, followed by the Pledge of Allegiance.

### C. ROLL CALL

#### PRESENT

Mayor Keith W. Babb, Jr.  
Vice Mayor Clara Murvin  
Commissioner Derrick Boldin  
Commissioner Juan Gonzalez  
Rodney D. Lucas, City Manager  
Chan Bryant Abney, Acting City Attorney  
Nylene Clarke, Executive Assistant/Deputy Clerk

#### ABSENT

Commissioner Sara Perez

### D. ADDITIONS OF EMERGENCY BASIS FROM CITY MANAGER, DELETIONS AND APPROVAL OF AGENDA ITEMS

Motion made by Vice Mayor Murvin to approve the agenda. Duly seconded by Commissioner Gonzalez and passed unanimously.

Voting Yea: Mayor Babb, Vice Mayor Murvin, Commissioner Boldin, Commissioner Gonzalez

### E. PUBLIC COMMENTS / PUBLIC SERVICE ANNOUNCEMENTS / PRESENTATIONS / PROCLAMATIONS

*(This section of the agenda allows for comments from the public to speak. Each speaker will be given a total of three (3) minutes to comment. A public comment card should be completed and returned to the City Clerk. When you are called to speak, please go to the podium or unmute your device, and prior to addressing the Commission, state your name and address for the record)*

James Scott commented in regard to the absence of a carpenter or a licensed electrician on staff.

Sanquetta Cowan read a letter from a citizen regarding the decorum of the meeting.

Robert Love discussed why he attends the meetings, and he continued his comments with time yielded from Irma Shannon.

Shelia Williams commented in regard to the tree on City property and requested for the work to be completed. She yielded the remainder of her time to Robert Love.

JoAnn Culberson inquired about the Mel Tillis sign(s).

Former Commissioner Allie Biggs thanked the City Manager and City Staff for helping the senior citizens with their homes, and commented in regard to the City Manager's Evaluation.

Mary Dobrow yielded her comments to Robert Love to express concern on Docks D, E, and F.

Erika Ray, Representative of Gulfstream Goodwill, provided the navigation number as a resource for anyone that is homeless and provided information on the homeless shelters. Discussion ensued.

Isabelle McDonald requested a status update on Barfield Highway and annexation, as well as requested for residential speed bumps to be installed City-wide.

Mr. Lucas provided information on the splash pad.

1. Noel "Lucky" Merrill - Invasion of Muck Donation

Mr. Merrill thanked the City for allowing him to host Invasion of the Muck, extended thanks to the City Manager for meeting with him during the process, and provided a debriefing of the event.

2. H. Kelly Marine - Floating Docks D, E, & F explanation of sample repairs

The H. Kelly Marine team provided an overview of the item. Discussion ensued.

Motion made by Vice Mayor Murvin to have H. Kelly Marine and Marland Construction, LLC complete the work on Docks D, E, and F. Duly seconded by Commissioner Boldin and passed unanimously.

Voting Yea: Mayor Babb, Vice Mayor Murvin, Commissioner Boldin, Commissioner Gonzalez

**F. CONSENT AGENDA**

1. July 25, 2023 City Commission Meeting Minutes

Motion made by Vice Mayor Murvin for approval of the Consent Agenda. Duly seconded by Commissioner Boldin and passed unanimously.

Voting Yea: Mayor Babb, Vice Mayor Murvin, Commissioner Boldin, Commissioner Gonzalez

**G. OLD BUSINESS** (*discussion of existing activities or previously held events, if any*)

1. Discussion and direction on the City Manager's Evaluation and Contract

Each present Commissioner discussed their evaluation of the City Manager.

**H. PUBLIC HEARINGS AND/OR ORDINANCES**

None.

**I. RESOLUTION(S)**

None.

**J. NEW BUSINESS** (*presentation by city manager of activity or upcoming event, if any*)

Mr. Lucas provided an update on City projects.

**K. REPORT OF THE MAYOR**

Mayor Babb further discussed the City Manager's evaluation.

**L. REPORT OF THE CITY MANAGER**

Mr. Lucas sought consensus of the City Commission regarding the pool at the Marina and the Splashpad. He provided follow up to various items and discussed Capital Improvement Project updates.

**M. REPORT OF THE CITY ATTORNEY**

None.

**N. FUTURE AGENDA ITEMS OF COMMISSIONERS, IF ANY**

Motion made by Commissioner Gonzalez to add the City Manager's Contract to the next agenda. Duly seconded by Mayor Babb and passed unanimously.

Voting Yea: Mayor Babb, Vice Mayor Murvin, Commissioner Boldin, Commissioner Gonzalez

**O. COMMISSIONER COMMENTS AND FOR THE GOOD OF THE ORDER** (*community events, feel good announcements, if any*)

The Commissioners addressed items of their concern. Discussion ensued.

**P. ADJOURN**

Motion made by Vice Mayor Murvin to adjourn the meeting. Duly seconded by Commissioner Boldin and passed unanimously.

Voting Yea: Mayor Babb, Vice Mayor Murvin, Commissioner Boldin, Commissioner Gonzalez

There being no further business to discuss, Mayor Babb adjourned the meeting at 8:45 PM.

---

Keith W. Babb, Jr., Mayor

---

ATTEST: Nylene Clarke, Deputy Clerk



## AGENDA

### MEMORANDUM

TO: HONORABLE MAYOR & CITY COMMISSIONERS

VIA: RODNEY LUCAS, INTERIM CITY MANAGER

FROM: Tijauna Warner, City Clerk

SUBJECT: Resolution 2023 - 46

DATE: 08/02/2023

---

**GENERAL SUMMARY/BACKGROUND:**

Florida Statute Chapter 106 requires candidates for statewide office to file campaign finance reports electronically. City believes that electronic filing of campaign finance reports by candidates and political committees will promote accuracy, efficiency, and transparency. Florida Statutes, section 106.07(2)(a)2 authorizes the City of Pahokee to impose electronic filing requirements upon candidates for Mayor-Commissioner and Commissioner that are not in conflict with Florida Statutes section 106.0705.

Also, effective July 1, 2023, Campaign Finance Reporting will be quarterly instead of monthly filing electronically to promote accuracy, efficiency, and transparency. Campaign Finance Reports will be due quarterly on the 10th day immediately preceding the general election, and biweekly on Friday, thereafter through and including the 4th day immediately preceding the general election, with the additional reports due on the 25th and 11th before the general election. (F.S. 106.07(1)(a)2(b)). Campaign Finance Reporting for unopposed and opposed candidates remains.

**BUDGET IMPACT: N/A**

**LEGAL NOTE: N/A**

**STAFF RECOMMENDATION: Approval of Resolution 2023 - 46**

**ATTACHMENTS:**

**Resolution 2023 – 46  
SB 7050**

**RESOLUTION 2023 - 46**

**A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF PAHOKEE, FLORIDA, IMPLEMENTING THE PROVISION OF SECTION 106.07(2)(A)2., FLORIDA STATUTES, REQUIRING SUBMISSION OF CAMPAIGN FINANCE REPORTS THROUGH AN ELECTRONIC FILING SYSTEM; ESTABLISHING REQUIREMENTS FOR THE SYSTEM; ESTABLISHING REQUIREMENTS FOR SYSTEM ACCESS AND USAGE; DESCRIBING APPLICABLE EXEMPTIONS FROM PUBLIC RECORDS LAW; AUTHORIZING THE CITY CLERK TO PROMULGATE RULES AND OTHER GUIDANCE RELATED TO THE SYSTEM; AND PROVIDING FOR AN EFFECTIVE DATE.**

**WHEREAS** Florida Statute Chapter 106 requires candidates for statewide office to file campaign finance reports electronically; and

**WHEREAS**, Florida Statutes, section 106.07(2)(a)2 authorizes the City of Pahokee (the “City”) to impose electronic filing requirements upon candidates for Mayor-Commissioner and Commissioner that are not in conflict with Florida Statutes section 106.0705; and

**WHEREAS**, Florida Statutes Section 106.07(3), requires that the campaign finance reports of political committees registered with the City Clerk in accordance with Florida Statutes Section 106.03(3) be subject to the same filing conditions as established for the campaign finance reports for candidates; and

**WHEREAS**, the City finds that electronic filing of campaign finance reports by candidates and political committees will promote accuracy, efficiency, and transparency.

**NOW, THEREFORE BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF PAHOKEE, FLORIDA THAT ALL CANDIDATES AND POLITICAL COMMITTEES SHALL FILE CAMPAIGN FINANCE REPORT ELECTRONICALLY, IN ACCORDANCE WITH THE FOLLOWING:**

**Section 1.** Adoption of Representations. The foregoing “Whereas” clauses are hereby approved and confirmed as being true and the same are hereby made a specific part of this Resolution.

**Section 2.** Definitions. For purposes of this resolution, the following definitions apply:

- (a) “**Campaign**” means the campaign of a person seeking elective office within the City that is required by law to file a Report.
- (b) “**Committee**” means a political committee that is required by law to file a Report.
- (c) “**Report**” means a report of campaign finance activity that must be filed with the City Clerk pursuant to Florida Statutes chapter 106.
- (d) “**System**” means the Internet-based system established by the City for recording and reporting campaign finance activity in accordance with this resolution.

**Section 3.** Requirement to File Electronically. Unless an alternative filing procedure has been authorized by the City Clerk in accordance with section 8, each Report must be filed with the City Clerk through the System before midnight at the end of the applicable due date.

**Section 4.** System Requirements. At all times, the System must comply with applicable provisions of federal, state, and local law, including Florida Statutes section 106.0705(5) and provisions of Florida law regarding public records.

**Section 5.** Access to System. The City Clerk is responsible for administering the credentials through which each user securely accesses the System, which may consist of a username, password, PIN, digital certificate, or other industry-standard authentication factor (generally, “Credentials”).

**Section 6.** Usage Requirements. Each person who uses the System is subject to the following requirements:

- (a) Credentials are approved on an individual basis and may not be shared — even with members of the same Campaign or Committee. Each user who is approved for Credentials is responsible for protecting those Credentials from disclosure or compromise. Once Credentials have been approved for a user, that user is deemed responsible for every Report filed using those Credentials until such time as the City Clerk is notified of disclosure or compromise of those Credentials.
- (b) By filing a Report through the System, a person (i) is deemed to have electronically signed the Report under oath and to have certified the correctness of the Report in accordance with applicable law; (ii) is responsible for the accuracy and veracity of the Report; and (iii) is deemed to have committed a criminal act by certifying a Report that is known to be incorrect,

false, or incomplete.

**Section 7.**    Public Records. Information used to authenticate a user and Credentials approved for a user are confidential and exempt from disclosure. Information entered into the System for purposes filing a Report is exempt from disclosure until the Report has been filed, at which point the filed Report becomes a public record.

**Section 8.**    Implementation. The City Clerk is authorized to promulgate any rules, forms, procedures, or other guidance needed to give full effect to this resolution. At a minimum, the City Clerk shall provide alternate filing procedures to be used (i) in the event that the System is temporarily unavailable and (ii) to the extent required by the Americans with Disabilities Act of 1990 or other applicable law.

**Section 9.**    Effective Date. This Resolution shall be effective immediately upon its passage and adoption.

**PASSED and ADOPTED** this 22<sup>th</sup> day of August, 2023.

\_\_\_\_\_  
Keith W. Babb, Jr., Mayor

**ATTEST:**

\_\_\_\_\_  
Tijauna Warner, CMC, City Clerk

**APPROVED AS TO FORM AND  
LEGAL SUFFICIENCY:**

\_\_\_\_\_  
Burnadette Norris-Weeks, P.A.  
City Attorney

Moved by: \_\_\_\_\_

Seconded by: \_\_\_\_\_

VOTE:

Commissioner Boldin	_____ (Yes)	_____ (No)
Commissioner Gonzalez	_____ (Yes)	_____ (No)
Commissioner Perez	_____ (Yes)	_____ (No)
Vice-Mayor Murvin	_____ (Yes)	_____ (No)
Mayor Babb	_____ (Yes)	_____ (No)





# City Manager Evaluation Review

Presented by: Rodney Lucas

City Manager



# Performance Reviews

## **What is a Performance Review?**

**A performance review is a formal assessment in which a manager or commission evaluates an employee's or City Manager's work performance, identifies strengths and weaknesses, offers feedback, and sets goals for future performance. Performance reviews are also called performance appraisals or performance evaluations.**



# PERFORMANCE REVIEWS

- ◆ **Performance reviews should be two-way conversations**
- ◆ **Performance reviews should be future-focused.**
- ◆ **Performance reviews should be transparent.**
- ◆ **Performance reviews should be objective.**
- ◆ **Performance Reviews Impact Employee Success**
- ◆ **Reflect on the past but focus on the future.**





# PERFORMANCE REVIEWS



## City Manager Performance Evaluation

City Of  
Pahokee

Evaluation period: April 12, 2022 to December 31, 2023  
(Eight-month Period)

\_\_\_\_\_  
Commission Member's Name

Each Commissioner should complete this evaluation form, sign in the space below, and return it to the Human Resources Department. The deadline for submitting this performance evaluation is February 26, 2023. Evaluations will be summarized by Human Resources Manager and provided to the Mayor and Commission in hardcopy and electronic format. Please be reminded any recommendations pertaining to performance or changes to goal-setting should be conducted with the City Manager in a one on one discussion.

\_\_\_\_\_  
Commission Member's Signature

\_\_\_\_\_  
Date Submitted

Page 1 of 7



## INSTRUCTIONS

This evaluation form includes two parts: A quantitative score sheet, covering multiple categories of performance criteria; and a narrative comments section. A summary of the score sheet results and all narrative comments will be distributed to all Commission Members and will be used as a basis for City Manager's overall performance.

Score sheet. Each of the categories contains multiple statements that describe a behavior standard in that category. For each statement, rate the City Manager's performance along the following scale.

- 5 = excellent (almost always exceeds the performance standard)
- 4 = above average (generally exceeds the performance standard)
- 3 = average (generally meets the performance standard)
- 2 = below average (usually does not meet the performance standard)
- 1 = poor (rarely meets the performance standard)

If you do not have enough information to rate the City Manager on a particular characteristic, leave it blank. Blanks will not be included in the numerical scoring, but the number of blanks for that characteristic will be recorded.

Please leave all pages of this evaluation form attached. Initial each page, including any printed sheets you attached. Sign and date the cover page. All evaluations submitted prior to the deadline will be included in the summary.

Page: 2 of 7 Initials \_\_\_\_\_



## PERFORMANCE CATEGORY SCORING

### 1. INDIVIDUAL CHARACTERISTICS

- \_\_\_\_\_ Diligent and thorough in the discharge of duties, "self-starter"
- \_\_\_\_\_ Exercises good judgment and exudes constant professionalism in the industry
- \_\_\_\_\_ Displays enthusiasm, cooperation, and will to adapt to changing environments
- \_\_\_\_\_ Strives to continue professional development and training
- \_\_\_\_\_ Exhibits composure and attitude appropriate for the executive position

### 2. PROFESSIONAL SKILLS AND STATUS

- \_\_\_\_\_ Maintains knowledge of current developments affecting the practice of local government management by participating in professional development, conferences, seminars, forums, public speaking, and training opportunities.
- \_\_\_\_\_ Demonstrates a capacity for innovation, creativity, and is forward thinker
- \_\_\_\_\_ Anticipates and analyzes problems to develop effective approaches for solving them
- \_\_\_\_\_ Presents a professional demeanor publicly. Represents the city in an official capacity
- \_\_\_\_\_ Sets a professional example by handling affairs of the public office in a fair and impartial manner

### 3. RELATIONS WITH ELECTED MEMBERS OF THE GOVERNING BODY

- \_\_\_\_\_ Carries out directives of the body as a whole as opposed to those of any one member or minority group
- \_\_\_\_\_ Sets meeting agendas that reflect the guidance of the governing body and avoids unnecessary involvement in administrative actions
- \_\_\_\_\_ Disseminates complete and accurate information equally
- \_\_\_\_\_ Assists by facilitating decision making without usurping authority
- \_\_\_\_\_ Responds well to requests, advice, and constructive criticism

Page: 3 of 7 Initials \_\_\_\_\_



# PERFORMANCE REVIEWS



## 4. POLICY EXECUTION

- \_\_\_ Implements governing body actions in accordance with the intent of Commission
- \_\_\_ Supports the actions of the governing body after a decision has been reached, both inside and outside the organization
- \_\_\_ Understands, supports, and enforces local government's laws, policies, and ordinances
- \_\_\_ Reviews ordinance and policy procedures periodically to suggest improvements to their effectiveness
- \_\_\_ Offers workable alternatives to the governing body for changes in law or policy when an existing policy or ordinance requires revisions or recommendations

## 5. REPORTING

- \_\_\_ Provides regular information and reports to the governing body concerning matters of importance to the local government, using the City Charter as a guide.
- \_\_\_ Responds in a timely manner to requests from the governing body for special reports
- \_\_\_ Takes the initiative to provide information, advice, and recommendations to the governing body on matters that are non-routine and not administrative in nature
- \_\_\_ Reports produced by the manager are accurate, comprehensive, concise and written to their intended audience
- \_\_\_ Produces and handles reports in a way to convey the message that affairs of the organization is transparent

## 6. CITIZEN/PUBLIC SERVICES

- \_\_\_ Provides an open-door policy by appointment for community
- \_\_\_ Demonstrates a dedication to service to the community and promotes city-wide community programs
- \_\_\_ Maintains a nonpartisan approach in dealing with the news media
- \_\_\_ Accepts recommendations from members of the community and strives to understand their interests as residents. Provides an open-door policy for a discussion.
- \_\_\_ Maintains public services with highest of satisfaction. i.e. solid waste/garbage, utilities, stormwater, public works, and streets/roads

Page 4 of 7 Initials \_\_\_\_\_



## 7. STAFFING

- \_\_\_ Recruits and retains competent personnel for staff positions
- \_\_\_ Applies an appropriate level of supervision to improve any areas of substandard performance
- \_\_\_ Stays accurately informed and appropriately concerned about employee relations
- \_\_\_ Ensures professional management of the compensation and benefits plan
- \_\_\_ Promotes training and development opportunities at all levels of the organization

## 8. SUPERVISION

- \_\_\_ Encourages heads of departments to make decisions within their jurisdictions with minimal city manager involvement, yet maintains general control of operations by providing the right amount of communication to the staff
- \_\_\_ Instills confidence and promotes initiative in subordinates through supportive rather than restrictive controls for their programs while still monitoring operations at the department level
- \_\_\_ Develops and maintains a friendly and informal relationship with the staff and work force in general, yet maintains the professional dignity of the City Manager's office
- \_\_\_ Sustains or improves staff performance by evaluating the performance of staff members at least annually, setting goals and objectives for them, periodically assessing their progress, and providing appropriate feedback
- \_\_\_ Encourages teamwork, innovation, and effective problem-solving among staff members

## 9. FISCAL MANAGEMENT

- \_\_\_ Prepares a balanced budget to provide services at a level directed by Commission
- \_\_\_ Makes the best possible use of available funds, conscious of the need to operate the local government efficiently and effectively
- \_\_\_ Prepares a budget and budgetary recommendations in an intelligent and accessible format
- \_\_\_ Ensures actions and decisions reflect an appropriate level of responsibility for financial planning and accountability
- \_\_\_ Appropriately monitors and manages fiscal activities of the organization

Page 5 of 7 Initials \_\_\_\_\_



## 10. Legislative Development/Outreach

- \_\_\_ Shares responsibility for addressing the difficult issues facing the City
- \_\_\_ Manages conflict and develops responsive plans or recommendations to mitigate issues.
- \_\_\_ Creates partnerships with the Palm Beach County for increase support to local community development i.e., secures funds from county, creates inter-local agreements
- \_\_\_ Successfully address future priorities and develop adequate plans to address infrastructure and capital improvements plans. i.e. streets, roads, utilities, and stormwater
- \_\_\_ Increases City's ability to leverage funding from with other regional, state, and federal government agencies

Page 6 of 7 Initials \_\_\_\_\_



# PERFORMANCE REVIEWS



## NARRATIVE EVALUATION

What would you identify as the City Manager's strengths, expressed in terms of the principal results achieved during the rating period?

---

---

---

---

---

---

---

What suggestions or assistance can you offer the City Manager? i.e. priorities, expectations, or specific objectives for upcoming year

---

---

---

---

---

---

---





# PERFORMANCE REVIEWS

- ◆ Electronic Forms will be sent out to each commissioner on Wednesday January 25, 2023
- ◆ Any questions please contact Carlos Mangual to assist you with the process
- ◆ Commissioners please make sure that completed forms are returned to me by February 28, 2023



# PERFORMANCE EVALUATION TALLY

Section G, Item 1.

CITY MANAGER EVALUATION TALLY SHEET						
City MANAGER, Rodney Lucas April 2023						
Individual Characteristics	Rebb	Murvin	Paras	Roldin	Bonnette	Average
1	3	2	2	4	3	2.60
2	3	2	2	3	3	2.60
3	3	3	2	4	3	3.00
4	3	4	3	4	3	3.40
5	3	4	3	3	3	3.00
Professional Skills and Status						3.08
1	3	3	3	4	3	3.20
2	3	3	2	4	3	3.20
3	3	3	2	3	3	2.80
4	3	4	3	3	3	3.40
5	3	3	2	4	3	3.00
Relations with Elected Members of the governing Body						2.96
1	2	4	1	4	2	2.60
2	2	3	1	4	3	2.60
3	2	4	1	3	3	2.60
4	3	3	1	3	3	2.60
5	2	3	1	4	3	2.60
Policy Execution						2.64
1	3	2	2	3	3	2.60
2	3	3	3	3	3	3.00
3	3	3	3	4	3	3.20
4	3	3	2	4	3	3.00
5	3	3	2	3	3	2.80
Reporting						3.20
1	3	3	2	4	3	3.00
2	3	3	1	3	3	2.60
3	3	3	2	4	3	3.00
4	3	3	3	3	3	2.80
5	3	3	2	4	3	3.00
Citizen/Public Services						2.84
1	3	4	3	3	4	3.40
2	3	4	3	4	3	3.40
3	3	4	3	3	4	3.40
4	3	3	2	3	4	3.00
5	3	3	3	3	3	3.00
Staffing						3.32
1	3	3	2	3	2	2.80
2	3	3	2	4	3	3.00
3	3	3	3	3	3	3.00
4	3	3	2	3	3	2.80
5	3	3	2	3	3	2.80
Supervision						3.06
1	3	3	2	3	3	2.80
2	3	3	2	4	3	3.00
3	3	3	3	4	3	3.20
4	3	3	3	3	3	3.00
5	3	3	2	3	3	2.80
Fiscal Management						3.59
1	3	3	2	3	3	2.80
2	3	3	2	4	3	3.00
3	3	4	3	4	3	3.40
4	3	3	3	3	3	3.00
5	3	3	2	3	3	2.80
Legislative Development/Outreach						2.54
1	3	3	3	3	3	3.00
2	3	3	3	4	3	3.20
3	3	3	3	3	3	3.00
4	3	3	3	3	3	3.00
5	3	3	3	3	3	3.00
						3.01





# ACCOMPLISHMENTS

- ◆ City Accomplishments under Rodney Lucas, City Manager (April 13 to December 31, 2022)
- ◆ Commission rehired Rodney Lucas as Interim City Manager, April 12, 2022, 5 – 0 vote
- ✓ Over the course of the first 45-days filled initial employment vacancies
- ✓ Re-established City Attorney, IT services and contracted with temporary job agency to provide Interim Finance/HR Director and used Career Source for general office and labor positions
- ✓ Saved MLK, Jr Park grant with DEO for \$250,000 reimbursable grant – Phase 1
- ✓ Salvaged Marina and Campground lease by negotiating with FDEP to renovate docks: D, E, F only by January 31, 2024
- ✓ Closed out of the EPA Browns Field Assessment Grant
- ✓ Conducted a Commissioners Retreat and Strategic Planning session, July 8, 2022
- ✓ Conducted several budget workshops
- ✓ Completed City Budget cycle – Millage rate and rollback number
- ✓ Commission approved FY2022-23 Budget



# ACCOMPLISHMENTS CONTINUED

- ✓ Rickey Jackson Scoreboard unveiling, August 13, 2022
- ✓ Completed Audit with HCT for FY2019-20
- ✓ Responded to the State of Florida on Audit finding through Joint Legislative Audit Committee
- ✓ Re-established Barfield HWY Project and reimbursements
- ✓ Re-established East Lake Village Storm Improvement Project
- ✓ Purchased new City equipment (3 new Riding mowers and 4 Gators), and fitted (3) old riding mowers with canopies and fans as well as 3 old Gators with canopies
- ✓ Hired location lawn service company, Sun Jack Lawn Maintenance during July thru October to improve look of city through mowing because of raining season
- ✓ Completion of Phase 1 Replacement and installation of sidewalks along Begonia Drive between Bacom Point Road and 3<sup>rd</sup> Street
- ✓ Opening of Muck Tavern at the Marina and Campground – (Soft opening October 29, 2022)
- ✓ Repaired lights to come on at the South-end of pier



## ACCOMPLISHMENTS CONTINUED

- ✓ Replaced all City Flags ((1) City Hall, (3) Marina and (1) Cemetery over a period of October thru November, 2022)
- ✓ Repaired lights on flag pole and marquee at City Hall. Add temporary flag pole lights at the Marina
- ✓ Organized City's first all-City tree lighting ceremonies over 5 locations with 4 new trees
- ✓ City is working on a proposal to expand our athletic program to a Tri-City league through the Muck in Football, Basketball and Baseball for the fall of 2023
- ✓ Invested in holiday decoration as requested by City Commission and residence
- ✓ Public Turkey give away in conjunction with PBSO and the City – 155 turkeys passed out
- ✓ Centennial Gala and events
- ✓ Veterans Day Awards and Celebration





# ACCOMPLISHMENTS CONTINUED

- ✓ Back to School Bash
- ✓ Fall Festival
- ✓ Black Business month with round table forum
- ✓ Latino Heritage month with round table forum
- ✓ Storm of 1928 Event
- ✓ Cinco De Mayo Event
- ✓ Christmas Parade
- ◇ Completed selection of the City's Charter Review Board members and the five year charter review process



# CORRECTIVE ACTIONS

- ❖ Work on successfully addressing future priorities and develop adequate plans to address infrastructure and capital improvements plan. i.e., streets, roads, utilities, and stormwater
- ❖ Work on increasing the City's ability to leverage funding from other regional, state, and federal government agencies
- ❖ Work on improving servicing the community needs and making Pahokee a better place to work, live and play
- ❖ Be more diligent and thorough in the discharge of duties as a self-starter
- ❖ Work on displaying enthusiasm, cooperate, and willing to adapt to changing environments
- ❖ Exhibit composure and attitude appropriate for the executive position



## CORRECTIVE ACTIONS CONTINUED

- ❖ Work on demonstrating a capacity for innovation, creativity and forward thinking
- ❖ Work on anticipating and analyzing problems
- ❖ Work on carrying out directives of the body
- ❖ Set a professional example by handling affairs of the public office and impartial manner





## CORRECTIVE ACTIONS CONTINUED

- ❖ Carry out directives of the body as a whole as opposed to those of any one member or minority group
- ❖ Set meeting agendas that reflect the guidance of the governing body and avoids unnecessary involvement in administrative actions
- ❖ Disseminate complete and accurate information equally
- ❖ Assist facilitating decision making without usurping authority
- ❖ Respond well to request, advice, and constructive criticism



## CORRECTIVE ACTIONS CONTINUED

- ◆ Implement governing body actions in accordance with the intent of Commission
- ◆ Review ordinance and policy procedures periodically to suggest improvements to their effectiveness
- ◆ Offer workable alternatives to the governing body for changes in law or policy when an existing policy or ordinance requires revisions or recommendations
- ◆ Provide regular information and reports to the governing body concerning matters of importance to the local government, using the City Charter as a guide
- ◆ Respond in a timely manner to requests from the governing body for special reports
- ◆ Take the initiative to provide information, advice, and recommendations to the governing body on matters that are non-routine and not administrative in nature





# CORRECTIVE ACTIONS CONTINUED

- ❖ Produce and handles reports in a way to convey the message that affairs of the organization is transparent
- ❖ Accept recommendations from members of the community and strive to understand their interests as resident. Provide an open-door policy for a discussion
- ❖ Recruit and retain competent personnel for staff positions
- ❖ Apply appropriate level of supervision to improve any areas of substandard performance
- ❖ Encourage heads of department to make decisions within their jurisdictions with minimal city manager involvement, yet maintains general control of operations by providing the right amount of communication to the staff
- ❖ Instill confidence and promotes initiative in subordinates through supportive rather than restrictive controls for their programs while still monitoring operation at the department level
- ❖ Sustain or improve staff performance by evaluating the performance of staff members at least annually, setting goals and objectives for them, periodically assessing their progress, and providing appropriate feedback



## CORRECTIVE ACTIONS CONTINUED

- ❖ Prepare a balanced budget to provide services at a level directed by Commission
- ❖ Make the best possible use of available funds, conscious of the need to operate the local government efficiently and effectively
- ❖ Prepare a budget and budgetary recommendations in an intelligent and accessible
- ❖ Ensure action and decisions reflect an appropriate level of responsibility for financial planning and accountability
- ❖ Appropriately monitor and manages fiscal activities of the organization
- ❖ Create partnerships with the Palm Beach County for increase support to local community development i.e., secure funds from county, creates inter-local agreements



## FUTURE EVALUATION

- ❖ Tie the City Manager's Evaluation to the City Commission strategic planning with priorities
- ❖ Set goal to improve overall evaluation score from 3.0 to between 3.75 - 4.0





# Questions?

**ORDINANCE NO. 2023 - 06**

**AN ORDINANCE OF THE CITY COMMISSION OF THE CITY OF PAHOKEE, FLORIDA, SETTING THE CITY OF PAHOKEE'S MUNICIPAL ELECTION FOR MARCH 19, 2024 TO BE HELD CONCURRENTLY WITH THE STATE OF FLORIDA'S PRESIDENTIAL PREFERENCE PRIMARY ELECTION; SETTING QUALIFYING DATES; PROVIDING FOR REPRESENTATIONS AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, the City of Pahokee, Florida, is a duly constituted municipality having such power and authority conferred upon it by the Florida Constitution and Chapter 166, Florida Statutes; and

**WHEREAS**, Section 101.75, Florida Statutes, authorizes municipalities, by ordinance, to move the date of any municipal election to a date concurrent with any statewide or countywide election; and

**WHEREAS**, Article IV of the City Charter entitled "Elections", Section 4.04(a) entitled "Conduct of Elections" provides, in part, that: "The regular election of all commissioners shall be held on the second Tuesday in March"; and

**WHEREAS**, notwithstanding the City Charter, Section 101.75, Florida Statutes allows a municipality, by ordinance, to move the date of a municipal election to run concurrently with any statewide or countywide election, so long as the dates for qualifying are specified within the ordinance; and

**WHEREAS**, the Palm Beach County Supervisor of Elections has requested that municipalities pass an ordinance to move the date of their municipal elections to the date of the statewide presidential primary date of March 19, 2024; and

**WHEREAS**, the City desires to set the qualifying dates for its municipal election from noon November 21, 2023 through noon November 28, 2023; and

**WHEREAS**, the City Commission has determined that the enactment of this ordinance is for a proper municipal purpose.

**NOW, THEREFORE, BE IT ORDAINED BY THE CITY COMMISSION OF THE CITY OF PAHOKEE, FLORIDA, AS FOLLOWS:**

**Section 1.**    Adoption of Representations.

The foregoing “Whereas” clauses are hereby ratified and confirmed as being true and the same are hereby made a specific part of this Ordinance.

**Section 2.**    Setting Municipal Election for March 19, 2024.

The City Commission of the City of Pahokee hereby sets the City’s Municipal Election for March 19, 2024, to run currently with the State of Florida’s Presidential Preference Primary Election.

**Section 3.**    Setting Qualifying Dates.

The City of Pahokee hereby sets the qualifying dates for the City election for noon November 21, 2024 through noon November 28, 2023.

**Section 4.**    Effective Date: This Ordinance shall take effect immediately upon final passage.

**PASSED FIRST READING** this 25<sup>th</sup> day of July 2023.

**PASSED SECOND READING** this 22<sup>nd</sup> day of August 2023.

\_\_\_\_\_  
Keith W. Babb, Jr., Mayor

ATTEST:

\_\_\_\_\_  
Tijauna Warner, CMC, City Clerk

APPROVED AS TO FORM AND  
LEGAL SUFFICIENCY:

\_\_\_\_\_  
Burnadette Norris-Weeks, Esq.  
City Attorney

Moved by: \_\_\_\_\_

Seconded by: \_\_\_\_\_

**VOTE:**

Commissioner Boldin	_____ (Yes)	_____ (No)
Commissioner Gonzalez	_____ (Yes)	_____ (No)
Commissioner Perez	_____ (Yes)	_____ (No)
Vice-Mayor Murvin	_____ (Yes)	_____ (No)
Mayor Babb	_____ (Yes)	_____ (No)



## AGENDA

### MEMORANDUM

TO: HONORABLE MAYOR & CITY COMMISSIONERS

VIA: RODNEY LUCAS, CITY MANAGER

FROM: Staff

SUBJECT: Reimbursement to Everglades Preparatory Academy

DATE: July 28, 2023

---

**GENERAL SUMMARY/BACKGROUND:**

The City of Pahokee is in need of reimbursing Everglades Preparatory Academy for the repairs made to the cafeteria roof for damages that occurred during the 2021 hurricane season. The city will be using the proceeds from it's the payment of a claim that was entered with the carrier and payment has been received in the amount of \$112,997.18 minus deductible and other items bringing the grand total to \$88,200, which is 60% of the \$147,000 paid by Everglades Preparatory Academy towards the replace of the roof. The City Manager would like to request authorization to move forward with the above-mentioned reimbursement.

**BUDGET IMPACT:** No

**LEGAL NOTE:** N/A

**STAFF RECOMMENDATION:**

Staff recommends we move issue the reimbursement to Everglades Preparatory Academy the amount of \$88,200 our portion of the repair.

**ATTACHMENTS:**

Resolution 2023 – 47  
Exhibit “A”



RESOLUTION 2023 – 47

**A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF PAHOKEE, FLORIDA, APPROVING THE REIMBURSEMENT OF \$88,200.00 TO EVERGLADES PREPARATORY ACADEMY, INC. FOR REPAIRS TO THE CAFATERIA ROOF FROM INSURANCE PROCEEDS RELATED TO PRIOR HURRICANE DAMAGE; AUTHORIZING THE CITY MANAGER TO TAKE NECESSARY ACTION; PROVIDING FOR ADOPTION OF REPRESENTATIONS; PROVIDING FOR AN EFFECTIVE DATE.**

**WHEREAS**, the City of Pahokee (“City”) has received certain insurance proceeds for damages related to the 2021 hurricane season; and

**WHEREAS**, Everglades Preparatory Academy, Inc. has made certain needed repairs to the cafeteria roof for property owned by the City; and

**WHEREAS**, the City Commission desires to utilize insurance proceeds received by City to reimburse Everglades Preparatory Academy, Inc. in the amount of \$88,200.00 which represents 60% of the \$147,000 amount paid by Everglades Preparatory Academy, Inc. for roof repairs to the MGT Group, Inc.; and

**WHEREAS**, the City Commission finds that reimbursement for a portion of the costs of roof repairs is in the best interest of the City.

**NOW, THEREFORE BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF PAHOKEE, FLORIDA AS FOLLOWS:**

**Section 1.**     Adoption of Representations. The foregoing “Whereas” clauses are hereby approved and confirmed as being true and the same are hereby made a specific part of this Resolution.

**Section 2.**     Authorization of City Manager. The City Commission of the City of Pahokee hereby authorizes reimbursement in the amount of \$88,200.00 to Everglades Preparatory Academy, Inc. The City Manager is further authorized to take all necessary and expedient action to effectuate the intent of this Resolution.

**Section 3.**     Effective Date. This Resolution shall be effective immediately upon its passage and adoption.

**PASSED and ADOPTED** this 22<sup>nd</sup> day of August, 2023.

\_\_\_\_\_  
Keith W. Babb, Jr., Mayor

**ATTEST:**

\_\_\_\_\_  
Tijauna Warner, CMC, City Clerk

**APPROVED AS TO FORM AND  
LEGAL SUFFICIENCY:**

\_\_\_\_\_  
Burnadette Norris-Weeks, P.A.  
City Attorney

Moved by: \_\_\_\_\_

Seconded by: \_\_\_\_\_

**VOTE:**

Commissioner Boldin	_____ (Yes)	_____ (No)
Commissioner Gonzalez	_____ (Yes)	_____ (No)
Commissioner Perez	_____ (Yes)	_____ (No)
Vice-Mayor Murvin	_____ (Yes)	_____ (No)
Mayor Babb	_____ (Yes)	_____ (No)

## Insurance Claim for Hurricane Damage

RCV – Loc # 010 – Cafeteria (Revised)	\$112,997.18
RCV – Loc # 008 – Office (Administration Building)	\$ 10,293.03
RCV - Loc # 015 – Aggregate PITO (Field lighting + fence)	<u>\$ 9,140.00</u>
RCV – Total Revised	\$132,430.21
Less Deductible	<u>(\$ 1,000.00)</u>
Net Claim	\$131,430.21
Less Prior Undisputed Payment per EM estimate	(\$ 53,885.93)
Less payment for fencing per Climatrol estimates	<u>(\$ 2,500.00)</u>
Net Outstanding per Revised w/out Depreciation	<b>\$ 75,044.26</b>

Prior Payment	\$53,885.93
Prior payment for Fence	\$ 2,500.00
Paid in 2023	<u>\$75,044.26</u>

Total Paid for these Claims	\$131,434.19
-----------------------------	--------------

Loc #008 Office (Administration Building)	-\$10,293.03
Loc #015 Aggregate PITO (Field Lighting & Fence)	-\$9,140.00
Loc #015 Payment for fencing per estimate	<u>-\$2,500.00</u>

Loc # 015 \$9,140.00-\$2,500.00 = \$6,640.00

\$131,434.19 - \$10,293.03 - \$6,640.00 - \$2,500.00 = \$112,001.16 to be Paid to Everglades Prep this number includes deductible



## AGENDA

### MEMORANDUM

TO: HONORABLE MAYOR & CITY COMMISSIONERS

VIA: RODNEY LUCAS, CITY MANAGER

FROM: Carlos Mangual, Interim HR Director

SUBJECT: Resolution 2023 - 48 City of Pahokee Vehicle Take Home Policy

DATE: 23 May 2023

---

**GENERAL SUMMARY/BACKGROUND:**

The city commission requested that staff bring back a vehicle take home policy be reviewed and updated. Staff has gone through and established it below to be added to the Employee's Handbook.

Staff recommends that this policy be adopted and implemented in the Employee's Handbook and issued to all current city employees.

**BUDGET IMPACT: No Budget Impact**

**LEGAL NOTE:** Defer to the City Attorney.

**STAFF RECOMMENDATION:** Staff recommends the approval of Resolution 2023 – 48.

**ATTACHMENTS:**

Resolution 2023-48

**RESOLUTION 2023 – 48****A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF PAHOKEE, FLORIDA, ESTABLISHING CITY VEHICLE TAKE HOME PROCEDURES; PROVIDING FOR ADOPTION OF REPRESENTATIONS; PROVIDING FOR AN EFFECTIVE DATE.**

**WHEREAS**, the City of Pahokee (“City”) is in need of vehicle take home procedures to serve as guidelines for the assignment, operation and maintenance of City vehicles, in addition to serving as procedures for reporting vehicular collisions and incidents; and

**WHEREAS**, the City Commission desires to establish procedures that will promote smooth operations when employees utilize City vehicles; and

**WHEREAS**, the City Commission finds that establishing vehicle take home procedures is in the best interest of the City.

**NOW, THEREFORE BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF PAHOKEE, FLORIDA AS FOLLOWS:**

**Section 1.**     Adoption of Representations. The foregoing “Whereas” clauses are hereby approved and confirmed as being true and the same are hereby made a specific part of this Resolution.

**Section 2.**     Authorization of City Manager. The City Commission of the City of Pahokee hereby establishes City vehicle take home procedures, as set forth in Exhibit “A” hereto.

**Section 3.**     Effective Date. This Resolution shall be effective immediately upon its passage and adoption.

**PASSED and ADOPTED** this 22<sup>nd</sup> day of August, 2023.

---

Keith W. Babb, Jr., Mayor

**ATTEST:**

\_\_\_\_\_  
Tijauna Warner, CMC, City Clerk

**APPROVED AS TO FORM AND  
LEGAL SUFFICIENCY:**

\_\_\_\_\_  
Burnadette Norris-Weeks, P.A.  
City Attorney

Moved by: \_\_\_\_\_

Seconded by: \_\_\_\_\_

**VOTE:**

Commissioner Boldin	_____ (Yes)	_____ (No)
Commissioner Gonzalez	_____ (Yes)	_____ (No)
Commissioner Perez	_____ (Yes)	_____ (No)
Vice-Mayor Murvin	_____ (Yes)	_____ (No)
Mayor Babb	_____ (Yes)	_____ (No)

# City of Pahokee

## Vehicle Take Home Procedures

### I. Purpose:

The purpose of this administrative procedure is to provide guidelines for the assignment, operation and maintenance of City vehicles, and reporting vehicular collisions and incidents.

### II. Statement:

A City-owned vehicle is a noticeable agent of the City of Pahokee and therefore, its appearance and condition must always reflect favorably upon the City.

All personnel assigned vehicles shall exercise good judgement while operating vehicles and shall not drive or park in a manner to cause unfavorable comments or discredit the City. All traffic laws and regulations shall be obeyed.

Use of a City vehicle is a privilege, not an automatic fringe benefit or employment right. It is the driver's responsibility to operate the vehicle in a safe manner and to drive defensively to prevent injuries and property damage.

Vehicle assignments are reviewed yearly and are subject to change at any time at the City Manager's sole discretion.

Employees may be ineligible to be assigned City vehicles if they have been involved in two (2) or more preventable collisions in City vehicles within a twelve (12) month period. If employees are suspended from duty or are on light duty status they may also be prevented from driving a City vehicle. In addition to vehicular collisions, the City Manager may also consider the number of other traffic citations or other moving violations of the employee.

Any assigned vehicle shall be left at the city while an employee is on vacation or sick leave.

### III. Assignment of Vehicles:

#### A. Department Assignments

The City Manager will determine the number of vehicles necessary for each department and conduct an annual review of vehicle requirements to determine the appropriate vehicle inventory.

#### B. Individual Vehicle Assignment (Not Take Home)

City employees requesting assigned full-time vehicles must demonstrate that they meet the following:

# City of Pahokee

## Vehicle Take Home Procedures

1. The job assignments and tasks requires employees to spend at least fifty percent (50%) of on-duty time in the field; and,
2. Assignments requires immediate response to job-related situations while on duty; and,
3. The City Manager agrees with the identified need and has budgeted for the expense.
4. Employee must keep a **Vehicle Use Log** indicating all vehicle use, available for review at any time.

### C. Take-Home (Twenty-four Hour) Assignments

There are positions in which the employee's duties and responsibilities require the use of a vehicle on a twenty-four-hour basis. The City Manager has the authority to determine which employees will be issued a take home vehicle. Employees with take-home vehicles shall secure their vehicles to minimize exposure to vandalism or other damage (remove keys from the ignition, close all windows, secure all exposed equipment and compartments and lock all doors).

Any employee assigned a city vehicle on a 24-hour basis is ineligible for a car allowance.

The City Manager shall have the sole authority to assign, deny, suspend, or remove any employee from the City "take-home" vehicle program.

Some considerations for issuing a twenty-four-hour vehicle are:

1. Meet all the criteria under the previous section (individual vehicle assignment) for full-time on-duty vehicle use;
2. Job classification or position is subject to "after-hours" call-outs on short notice requiring a response. The frequency of after-hours response for work requirements should be sufficient to indicate a realistic need for the vehicle on an ongoing basis. This frequency should average no less than four (4) times per month over a calendar year.

Take-home vehicles may only be used for personal use with written authorization from the City Manager. Such authorization will be filed in the employee's personnel folder.



# City of Pahokee

## Vehicle Take Home Procedures

### **D. Temporary Vehicle Use**

If employees do not meet the minimum requirements for full-time vehicle assignments, they may be assigned shared vehicles or have access to a pool vehicle for the time during which City-business related travel is needed.

If "shared vehicles" or pool cars are not available, employees may elect to use their personal vehicles and submit requests for mileage reimbursement to the division or department directors.

Employees who use their personal vehicle for City business must provide evidence of insurance, in amounts required by the State of Florida, to the Risk Manager for approval.

### **IV. Operation of Vehicles:**

City vehicles are to be operated in a safe, responsible, and courteous manner at all times. The following shall be adhered to:

1. Employees shall not operate City vehicles or heavy equipment after the consumption of any amount of alcoholic beverages and/or use of illegal or controlled substances;
2. Employees shall not operate City vehicles when their ability to do so safely has been impaired by illness, fatigue, injury, or prescription medication;
3. Employees shall not carry any alcoholic beverages or any illegal substance in their assigned City vehicles;
4. City vehicles and heavy equipment shall not be left running while unattended;
5. Employees shall remove keys from the ignition, close all windows, secure all exposed equipment and compartments and lock all doors while City vehicles are unattended; and
6. City vehicles and/or heavy equipment shall be operated in a manner that ensures maximum life expectancy of the vehicle/heavy equipment.

### **V. Drivers Other Than City Employees**

Only City employees are authorized to drive or operate City vehicles.

# City of Pahokee

## Vehicle Take Home Procedures

### A. **Passenger Restrictions While Operating City Vehicles**

City vehicles may be used to transport other City employees as passengers if both employees are on official City business. Non-City employees may be transported if involved in furtherance of official City business, and permission has been granted in advance by the City Manager.

City employees, who have twenty-four hour assigned vehicles, shall not transport non-city employees in assigned vehicles without written authorization by the City Manager.

### B. **Use of Vehicles for Out-of-City Business**

If City vehicles are needed for out-of-City business, the City Manager may choose to use one of its assigned vehicles; have the employees drive their vehicles and submit requests for mileage reimbursement; or request authorization to use rental vehicles.

Due to liability restrictions, City vehicles may not be used out of state on City business without the express written permission of the City Manager. Allow at least ten (10) days to obtain such approvals.

### C. **Use of Rental Vehicles for Approved Travel**

Employees may obtain authorization from the City Manager to use rental vehicles for approved travel.

### D. **Off Road Vehicle (ORV) Use**

Employees are explicitly **prohibited** from operating motor vehicles on the unpaved park areas. Exceptions to this rule are listed below:

1. The Public Works' vehicles are required to access to parks to perform various aspects of work.
  - a) All Public Works vehicles shall enter and depart the park at the access point nearest to where the work will be performed.
  - b) Prior to entering the park, vehicle headlights and overhead flashing lights (if so equipped) and flashers shall be turned on.
  - c) Speed in the parks shall be limited to 10mph, unless a slower speed is posted.

# City of Pahokee

## Vehicle Take Home Procedures

- d) Pedestrians always have the right of way. Employees need to be especially mindful of children and pets that may dart into traffic.
- e) Be on alert for people lying, standing or walking in the parks.
- f) Prior to re-entering the vehicle, employees shall walk completely around the vehicle, checking for children, pets, or people lying on the ground anywhere near the vehicle.
- g) Cellular phones or hand-held radios may not be used while operating motorized vehicles in a park.
- h) Laws applicable to vehicle use on paved roads in the State of Florida apply to ORV use in parks.
- i) Containers of any alcoholic beverages are prohibited in ORVs.
- j) Use of seatbelts is required.
- l) Reckless driving (e.g., cutting circles) is prohibited.

Access to City parks for official business is dependent upon following guidelines stated herein:

- a. Golf-cart or gator use is highly recommended.
- b. Prior to entering a park, vehicle headlights and overhead flashing lights (if so equipped) and flashers shall be turned on.
- c. Speed at parks shall be limited to 10 mph, unless a slower speed is otherwise posted.
- d. Pedestrians always have the right of way. Be especially mindful of children and pets that may dart into traffic.
- e. Be on alert for people lying, standing or walking in the park
- f. Prior to re-entering the vehicle, walk completely around the vehicle, check for children, pets or people lying on the ground anywhere near the vehicle.
- g. Cellular phones or hand-held radios may not be used while operating any type of motorized vehicle in a park.
- h. Laws applicable to vehicle use on paved roads in the State of Florida apply to ORV use in parks. (e.g., golf carts or gators).
- i. Use of seatbelts is required.
- l. Do not hang out of golf-carts or gators or sit on the tailgate or roof.
- m. Reckless driving (e.g., cutting circles) is prohibited.

# City of Pahokee

## Vehicle Take Home Procedures

### **E. Possession of a Valid Florida Driver License**

All City vehicles and heavy equipment operators are responsible for possessing and maintaining a valid Florida Driver's License; with the proper applicable endorsement(s), if required. Additional requirements from Federal and State regulators may apply to operators of specialized vehicles such as emergency vehicles, commercial motor vehicles and heavy equipment.

Employees authorized to operate City vehicles or heavy equipment are required to immediately inform the City Manager if their drivers' licenses are cancelled, invalid, expired, restricted, suspended or revoked. The City Manager shall immediately notify the Human Resources Director. The employee's failure to inform the City Manager of such a situation may also result in disciplinary action up to and including termination.

An employee whose driver's license is a job requirement and has had it cancelled or revoked no longer meets the requirements of his/her job and shall be subject of disciplinary actions up to and including termination.

### **F. Driver's License Check**

On a bi-annual basis, the HR department shall verify the validity of driver's licenses for all City employees.

The HR department will notify each department director and appropriate personnel in writing, of any employee who has a deficiency with his/her driver's license. Employees whose jobs require a valid driver's license no longer meets the requirements of their jobs and shall be relieved of duty, on their own time, until the deficiency has been cured. Failure to maintain a valid driver's license makes them unqualified to perform the job they were hired to do. Employees shall not be allowed to operate City vehicles while there are deficiencies with their driver's license.

The employee shall be responsible for providing written proof that the deficiency has been cured and the license is valid. Employees with an invalid driver's license shall have their parking privileges suspended at all City facilities until proof of corrective action has been submitted and accepted.

The City Manager may request the employee to provide proof of a valid driver's license at any time prior to the operation of any City vehicle or

# City of Pahokee

## Vehicle Take Home Procedures

equipment.

### **G. Adherence to Traffic Regulations**

Employees operating City vehicles and/or heavy equipment shall obey all municipal, county, state and federal traffic regulations at all times.

Employees authorized to drive a City vehicle shall notify the City Manager within one (1) calendar day of being issued a traffic violation.

Within two (2) calendar days of an arrest, employees shall provide written notification to the City Manager and the Director of Human Resources for driving under the influence (DUI) or any other criminal offense.

Any and all other citations received while conducting official City business, regardless of who owns the vehicle, issued within the boundaries of the City of Pahokee shall be reported to the City Manager and Director of Human Resources within 72 hours of issuance. Such reports shall include: (1) the employee's name; (2) classification; (3) department/division where employee works; (4) telephone number or email address where the employee may be reached; (5) name of the person who issued the citation; and (6) reason for the citation.

### **H. Safety Requirements**

All operators and passengers of City vehicles shall use the vehicle seat and lap belts, if the vehicle is so equipped. Any employee injured in a crash and found not to have been wearing such protection may have his/her workers' compensation benefits reduced as allowed by Florida Statute §440.09(4). Airbags may not be rendered inoperable on vehicles so equipped. Doing so may lead to disciplinary action, up to and including termination.

Anyone operating a city vehicle should not use cellular phones or radios while in traffic. Employees should pull off the road to make or receive calls.

### **I. Vehicle Inspection**

The vehicle/equipment operator is the first line of defense' against unexpected breakdowns and repairs. Vehicles must be inspected by the operator prior to each use to ensure that safety features and systems are in safe operating condition and free of any damage or defect.

# City of Pahokee

## Vehicle Take Home Procedures

Employees are responsible for reporting any safety deficiencies or mechanical problems to the Public Works Director for the City immediately upon detection. Failure to do so may result in the driver being held responsible for the damage and/or condition of the vehicle.

The following vehicle systems should be monitored by the driver:

- Vehicle safety items (e.g., tire pressure and windshield wipers, horn, brakes, steering, etc.).
- Vehicle drivability items (e.g., misfire, rough idle, etc.).
- Vehicle body (e.g., glass, body damage, cleanliness, etc.).
- Vehicle miscellaneous repair items (A/C, windows, etc.).

No vehicle shall be put into service until defects and/or safety violations have been corrected. If body damage is discovered, the employee must report it to the Public Works Director. Said director shall determine the operability of the vehicle prior to allowing the vehicle on the road.

### **J. Altering Vehicles**

City vehicles may not be altered in any way.

No City vehicle shall have any stickers, posters, signs or any other similar attachment placed on or affixed to them except for city logo.

The City Manager has the sole authority to approve or deny the installation of window tinting in a vehicle. Any requests to install window tinting, including supporting medical justification, shall be submitted in writing by the department head to the City Manager.

### **K. Smoking**

Smoking in any City vehicle is prohibited.

### **L. Fleet Fuel Card**

The city has implemented a fuel card program through Palm Beach County Fleet Maintenance,

Employees authorized to use the fuel card shall continue to follow procedures outlined at the fleet maintenance fueling facility. Card users are responsible for the security of their personal blue fuel card.

# City of Pahokee

## Vehicle Take Home Procedures

All vehicles shall be maintained at no less than one half (1/2) tank of fuel.

### VI. Maintenance of Vehicles

#### A. Responsibilities for Scheduled Maintenance

The Palm Beach County Fleet Maintenance Division operates a preventive maintenance (PM) program that results in a PM schedule for each vehicle or motorized equipment. PM schedules are provided with reasonable advance notice to vehicle/equipment operators and their supervisors.

In order to properly maintain the operating integrity and safety of vehicles and equipment, operators and their supervisors must comply with these scheduled PM services.

### VII. Vehicle Collisions

#### A. Employee's Responsibilities

Employees involved in any vehicle collision when operating a City vehicle, irrespective of fault or severity, shall:

1. If injuries are involved, call 911 for medical attention;
2. Call the appropriate law enforcement agency, and wait on the scene for their arrival;
3. Notify the City Manager if unable to reach the City Manager notify the Public Works Director;
4. Complete the **Vehicle Collision report** that day, or the next business day. If you are injured, complete First Report of Injury, Obtain the Police Report Case Number;
5. If possible, take photos of the damage to the City's vehicle and any other property damage.
6. Present him or herself, accompanied by the supervisor or designee, at the authorized center for post-accident alcohol/drug testing.

#### B. City Manager's Responsibilities

1. Notify the Human Resources Director of the collision, and proceed to the scene, or send a representative.
2. Without interfering with emergency personnel on scene, provide assistance to City employee involved in the collision, gather names and phone numbers of any witnesses, take photographs of the scene;

# City of Pahokee

## Vehicle Take Home Procedures

- 3. Obtain the Police Report Case Number;
- 4. Complete the **incident Report** and First Report of Injury (if necessary);
- 5. Forward all forms and related documents/photos to Human Resources within 24 clock hours of the collision.
  
- 6. Confirm that the vehicle has been presented to the Public Works Director for inspection and appraisal within 48 hours of the collision.

**VIOLATION OR NON-COMPLIANCE WITH VEHICLE ADMINISTRATIVE PROCEDURE**

Any violation or non-compliance with the requirements and responsibilities of this administrative procedure may result in suspension of driving privileges, the revocation of an employee's take-home vehicle privilege, or disciplinary action including termination.

By signing below, I acknowledge that I read and understand the information contained in the City's Vehicle Administrative Procedure.

\_\_\_\_\_

Employee Name (Print)

\_\_\_\_\_

Employee Signature

\_\_\_\_\_

Date



**RESOLUTION 2023 - 49**

**A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF PAHOKEE, FLORIDA ACCEPTING A DONATION FROM THE UNITED STATES SUGAR CORPORATION TO BE USED FOR THE CITY OF PAHOKEE'S SPLASH PAD AND POOL, PROVIDING FOR THE ADOPTION OF REPRESENTATION, PROVIDING FOR AND EFFECTIVE DATE.**

**WHEREAS**, along with the entire State of Florida, the City of Pahokee is experiencing a heat wave; and

**WHEREAS**, having an operational pool and splash pad has been a pressing goal of the City of Pahokee's City Commission; and

**WHEREAS**, the City Commission desires to repair its pool and slash pad located at Commissioners Park; and

**WHEREAS**, United States Sugar Corporation is interested in making a one-time donation towards the repair of the splash pad and pool in the total amount of \$18,155.00 (splash pad \$15,205.00 and pool \$2,950.00); and

**WHEREAS**, the donation is not to be considered a quid pro quo for consideration of any action on the part of the City of Pahokee in the future; and

**WHEREAS**, no City Elected Official or staff person employed by the City of Pahokee solicited the proposed donation from U.S. Sugar Corporation; and

**WHEREAS**, the City Commission of the City of Pahokee has determined that approval of the donation from U.S. Sugar Corporation in the total amount of \$18,155.00 is in the best interests of the City and its residents.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF PAHOKEE, FLORIDA, AS IT FOLLOWS:**

Section 1. Adoption of Representations. The foregoing whereas clauses are hereby confirm as being true, and the same are hereby made a specific part of this resolution.

Section 2. Authorization Approving Execution. The City Commission of the City of Pahokee hereby approves the donation amount of \$18,155.00 to be used for the

City of Pahokee’s splash pad and pool. The City Commission further authorizes the execution of all necessary documents in accordance with this resolution.

Section 3.    Effective Date. This Resolution shall be effective immediately upon its passage and adoption.

**PASSED and ADOPTED** this 22<sup>nd</sup> day of August 2023.

\_\_\_\_\_  
Keith W. Babb, Jr., Mayor

**ATTEST:**

\_\_\_\_\_  
Tijauna Warner, CMC, City Clerk

**APPROVED AS TO FORM AND LEGAL SUFFICIENCY:**

\_\_\_\_\_  
Burnadette Norris-Weeks, Esq.  
City Attorney

Moved by: \_\_\_\_\_

Seconded by: \_\_\_\_\_

VOTE:

Commissioner Perez	_____ (Yes)	_____ (No)
Commissioner Gonzalez	_____ (Yes)	_____ (No)
Commissioner Boldin	_____ (Yes)	_____ (No)
Vice-Mayor Murvin	_____ (Yes)	_____ (No)
Mayor Babb	_____ (Yes)	_____ (No)

Exhibit A

Splash Pad Renonovation July/August 2023		Contributions	
Vendor Leak RX/Diamond Pool	Project		
"	Replace Pentair Pump	\$2,950.00	U.S. Sugar
"	Replace Rolla Chem System	\$3,010.00	U.S. Sugar
"	Replace Pentair Auto Tab Feeder	\$520.00	U.S. Sugar
"	Replace 7.5 230/460 Pump SPK	\$6,925.00	U.S. Sugar
"	Installation	\$1,800.00	U.S. Sugar
"	Replace valves/sprayers and build new wooden pump frame	\$4,000.00	City Of Pahokee
City	Paint Supplies - Sherman-Williams Belle Glade	\$1,562.88	City Of Pahokee
Vinny	Artist Services	\$3,600.00	City Of Pahokee
Total Splash Pad Cost		\$24,367.88	
U.S. Sugar Inkind Contribution		\$15,200.00	
City of Pahokee Portion to Pay towards Splash Pad		\$9,167.88	
Vendor Leak RX/Diamond Pool	Marina Pool Pump	\$2,950.00	
	U.S. Sugar Inkind Contribution	\$2,950.00	
	City of Pahokee Portion to Pay towards pool pump	\$0.00	